

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Performing Arts Supervisor	Job Family: 4
General Classification: Management	Job Grade: 26

Definition: To plan, direct and supervise the City's Performing Arts Center business, marketing and operations and to provide highly responsible assistance to the Performing Arts Manager.

Distinguishing Characteristics: Receives general direction from the Performing Arts Manager. Exercises direct supervision over Center staff. There are three sections in which Performing Arts Supervisors are assigned: Fiscal, Marketing and Public Relations and Operations.

Examples of Duties: Duties may include, but are not limited to, the following:

Fiscal

1. Direct and supervise the Ticket Services Director and ticket office staff; select, supervise, train and evaluate staff and volunteers.
2. Prepare reports and monthly balance statements reconciling ticket sales and financial records.
3. Respond to questions, concerns and requests for billing information.
4. Monitor and provide system administration for the Prologue Ticketing System; supervise the work of the City's Information Services Department in support of the HP-UX server.
5. Prepare the annual budget for the Performing Arts Center with input from Center staff.
6. Coordinate and monitor the Center's budget, purchasing and monthly spending; assist the Performing Arts Manager with the Center's funding.
7. Prepare quarterly reports for the Performing Arts Manager, which include financial data and the Center's goals and objectives.
8. Perform related duties as assigned.

Marketing and Public Relations

1. Plan, organize, direct and implement marketing and public relations program areas.
2. Develop and implement marketing and public relations goals, objectives, policies, priorities and procedures.
3. Provide marketing consulting services for Center clients; assist renters in organizing and marketing events.
4. Design and place Center and related advertising; quarterly event posters; monthly press release design, update and maintain Center's web page; program and maintain Center's electronic marquee; plan and direct the Performing Arts Center's Preview magazine; serve as liaison for public relations and media relations.
5. Plan, develop and manage the Center's Outreach Program including ASAP, backstage tours, visual arts exhibits, etc.
6. Supervise, train and direct part-time and volunteer staff.
7. Perform related duties as assigned.

Operations

1. Plan, organize and direct all production-related functions (backstage and front of house); estimate production needs and costs for events.
2. Direct and supervise contractors performing services or providing technical support to the Center.
3. Manage and monitor the technical and audience services budget.
4. Direct and supervise the Center's facility maintenance and operations; act as a liaison with the City's facilities staff for building maintenance.
5. Supervise, train and direct Center's Technical Director, Volunteer Coordinator, Audience Services Coordinator, hourly and volunteer staff.
6. Perform related duties as assigned.

Minimum Qualifications:

Fiscal

Knowledge of: Methods, techniques, principles and procedures used in planning, development and administration of computer systems; principles and procedures for implementing and directing ticket services; principles and practices of bookkeeping, accounting and budget oversight; fiscal management, administration and programming of computer systems (i.e., UNIX); principles and practices of assigning and reviewing the work of others.

Ability to: Develop and administer fiscal management programs suited to the needs of the Performing Arts facility; establish and maintain effective working relationships with those contacted in the course of work including resident companies; operate computer equipment; analyze, interpret and explain vision statistical reports, policies and procedures; communicate effectively, both orally and in writing; work independently with minimal supervision; work a flexible schedule including evenings and weekends.

Marketing and Public Relations

Knowledge of: Methods, techniques, principles and procedures used in the planning and development and administration of marketing outreach and public relations of the Performing Arts Center; methods, techniques and procedures used to develop, design and publish magazines, programs, advertising and other collateral material; principles and practices of public and media relations; principles and practices of program budget development; principles and practices of assigning and reviewing the work of others.

Ability to: Develop and implement marketing plan and public relations programs; develop, design and produce collateral material using computer design, photographic and layout software; meet and communicate effectively with patrons, licensees, media and City staff; establish and maintain effective working relationships with those contacted in the course of work; understand and execute Center policies and procedures; make decisions without direct supervision; maintain accurate records and reporting systems; communicate clearly and concisely, both orally and in writing; supervise, train and evaluate full-time, part-time and volunteer staff; work a flexible schedule including evenings and weekends.

Operations

Knowledge of: Methods, techniques, principles and procedures used in the planning, development and administration of Performing Arts facilities and technical services; industry standards as they relate to sound, lighting, rigging, support electronics and staging equipment and techniques; sound reinforcement used in live theater; stage lift standards and safety procedures; stage organization standards; industry standard electrical practices; standard theatrical construction; principles and practices of program budget development; computer software (i.e., word processing, spreadsheets, database, e-mail); principles and practices of assigning and reviewing the work of others.

Ability to: Develop and manage technical programs suited to the needs of the event and community; operate equipment including computers, sound and lighting equipment; operate equipment normally related to technical support or facilities; meet and communicate effectively with patrons, licensees and City staff and volunteers; establish and maintain effective working relationships with those contacted in the course of work; understand and execute Center policies and procedures; make decisions without direct supervision; maintain accurate records and reporting systems; communicate clearly and concisely, both orally and in writing; supervise, train and evaluate full-time, part-time and volunteer staff; work a flexible schedule including evenings and weekends.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Fiscal

Recommended: Training and experience equivalent to a bachelor's degree from an accredited college or university with major coursework in theater, business or closely related field and four years of increasingly responsible administrative experience. Experience in the field of fiscal management and working with UNIX is highly desirable.

Marketing and Public Relations

Recommended: Training and experience equivalent to a bachelor's degree from an accredited college or university with major coursework in theater, graphic design, marketing or closely related field and four years of increasingly responsible administrative experience. Experience in the field of marketing and media relations is highly desirable.

Operations

Recommended: Training and experience equivalent to a bachelor's degree from an accredited college or university with major coursework in technical theater, sound, lighting, set design or production management or a closely related field and four years of increasingly responsible management experience. Requires a rigging seminar course in permanent and temporary rigging systems or equivalent within one year of appointment. Essential elements of the course should include: load limit calculations; load measurements; safety factor calculations; dynamic loading calculations; material strength analysis; wire rope specifications; permanent system components; temporary system components; system inspection; OSHA and Cal-OSHA; operator training; and fall protection.

Completion of public assembly facility management school is highly desirable. Subjects should include: booking procedures; training standards; emergency plans; working with public officials; conflict resolution; energy efficiency Best Practices; trends in event marketing; capital planning; plant maintenance; and managing creativity.

Working Conditions:

Must be willing and able to work a flexible schedule, including evenings, weekends and off-hour schedules as needed.

Required Licenses or Certificates:

Established March 1993

Revised June 2006

CLASS SPECS

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